

INVITATION
TO
BID

Notice is hereby given that sealed bids will be received by the Township Committee of Lower Alloways Creek for 2013 Rayco RC1220-100 Wood Chipper or equivalent in accordance with specifications and general conditions which may be obtained from the Township Purchasing Agent, at his office in the Municipal Building, 501 Locust Island Road, Hancocks Bridge, New Jersey during normal business hours.

Each proposal shall be submitted in a sealed envelope with the name and address of the bidder clearly identified on the outside of the envelope together with the notation,

"BID FOR CHIPPER"

All bids shall be submitted to the Township Purchasing Agent by 1:00PM, Wed., 06/12/13 at the Municipal Building located in Hancocks Bridge, New Jersey at which time the bids will be opened and read aloud.

Each bid shall be accompanied by a bid bond or certified check, payable to Lower Alloways Creek Township in the amount of ten (10%) percent of the total amount bid, not to exceed \$20,000., as a guarantee that if the contract is awarded to said bidder, he will enter into contract therefore.

The successful bidder shall enter into a written contract with the Township in accordance with the Invitation to Bid, Specifications, General Conditions and the Award.

The Township reserves the right to reject any and all bids and to waive any informalities as the interest of the Township may require. The Township is not responsible for loss or destruction of any bids mailed or delivered to the Township Purchasing Agent prior to the time set for bid opening.

All bidders must meet equal employment opportunity requirements of P.L. 1975, C 127, as described in the specifications. All bidders must comply with the provisions of P.L. 1977, C 33. Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, N.J.S.A. 34:5A-1 et seq. and N.J.S.A. 52:32-44.

TOWNSHIP OF
LOWER ALLOWAYS CREEK
GENERAL INSTRUCTIONS AND CONDITIONS

1. BID SUBMISSION

Bids shall be returned on the bid form enclosed herein. They shall be returned in sealed envelopes addressed to:

PURCHASING AGENT
LOWER ALLOWAYS CREEK TWP.
P.O. BOX 157
HANCOCKS BRIDGE, NJ 08038

The envelope shall be marked in the lower left quadrant:

" Bid for Chipper "

The Township accepts no liability for bids opened in error due to absence of such notation. The Township is not responsible for loss or destruction of any bids mailed or delivered to the Township purchasing agent prior to the time set for bid opening.

2. BID SECURITY (REQUIRED FOR THIS BID: YES ☒ NO ☐)

When required, a bid bond, cashier's check or certified check, payable to Lower Alloways Creek Township, for the amount of the price bid (not to exceed \$20,000) shall accompany each bid. It shall be subject to forfeit and retention by the Township in lieu of other legal remedies, should a successful bidder fail to execute a contract and provide a performance bond (if required) within ten (10) days after the Township has tendered the contract.

3. PERFORMANCE BOND (REQUIRED FOR THIS BID: YES ☐ NO ☒) When a performance bond is specified, bidders shall include with their bid a surety company's certificate that it will provide a surety company's certificate that it will provide such a bond if the specified bidder is awarded a contract.

A successful bidder shall, when required, furnish such a performance bond in the amount of contract. Said bond shall be that of an approved company, authorized to transact business in State of New Jersey.

4. PUBLIC DISCLOSURE

No corporation or partnership may be awarded a contract for the performance of work or the furnishing of materials or supplies, unless it lists with its bid, or prior thereto, the names and addresses of all stockholders who own ten (10) percent or more of its stock of any class, or all individual partners who own a ten (10) percent or greater interest therein (NJSA 52:24-24.2, PL 1977, Chapter 33).

Failure to supply this information shall be cause for disqualification of a bidder.

5. RESERVATIONS

Contracts will be awarded to the lowest responsible bidder, but the Township reserves the right to reject any and all bids and to waive any discrepancies therein.

6. EXCEPTIONS TO SPECIFICATIONS

Exceptions, if any, to the bid specifications, shall be in numeric order on a separate sheet referencing the page and item number for which the exception is taken.

7. QUANTITY

Unless otherwise specified on the bid form or in the special instructions for individual classes of commodity, the quantities listed are approximate only and the Township does not guarantee to purchase any definite quantities.

8. TIME FOR MAKING AWARDS

The Township shall make contract awards or reject all bids within sixty (60) days after the bid opening.

9. INDEMNIFICATION

Bidders shall agree, if awarded a contract, that they will indemnify and save harmless the Township of Lower Alloways Creek from all suits and actions of every nature and description brought against it, growing out of that contract, or contracts, written or verbal, entered into between the Township and the successful bidder, and further that upon the awarding of the contract in accordance with these specifications, this agreement of indemnifications shall automatically become effective.

10. PRICES

Carelessness in quoting prices or in preparation of bid otherwise will not relieve the bidder. Bid prices shall be F.O.B. destination and net, with all discounts deducted except the cash discount for prompt payment of invoice, if offered.

11. WITHDRAWAL OF BID

A written request for withdrawal of a bid will be granted if received by the purchasing agent before any bid has been opened.

12. TAXES

The Township is exempt from all Federal and state taxes.

13. AFFIRMATIVE ACTION Bidders are required to comply with the requirements of P.L. 1975, C 127 (NJAC 17:27).

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to subchapter 10 of the administrative code (NJAC 17:27).

14. QUESTIONS

Questions concerning this bid invitation may be directed to the purchasing agent at (856)935-2556, ext 621, during normal business hours (M-F, 7:00am - 4:00pm).

15. ITEMS BID

No bidder will be allowed to offer more than one price on each item even though he may feel that he has two or more types/products that will meet specifications. Bidders must determine for themselves which type/product to offer. If said bidder should submit more than one price on any one item, all prices for that item shall be rejected.

16. RETURN OF BID SECURITY

Said bond or check will be returned to the three lowest bidders upon receipt of approved performance bond, if required, and upon execution of a formal contract with the successful bidder.

17. ASSIGNMENT

The successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or any part thereof to anyone without the written consent of the Township of Lower Alloways Creek.

18. RETURN OF CONTRACT

Non-performance by the successful bidder, or his failure to execute the contract or meet the performance bond requirements within ten (10) days after the award, may result, at the option of the Township, in his bid security being forfeited to the Township as liquidated damages and not as a penalty.

19. DIFFERENCES

Should any differences arise between the contracting parties as to the meaning or intent of these instructions or specifications, the purchasing agent or his designated representative's decision is to be final and conclusive.

20. ADDITIONAL CLAIMS

The successful bidder agrees that he will make no claim for additional payment or any other concession because of any misinterpretation or misunderstanding of the contract on his part, or failure to fully acquaint himself with any conditions relating to the contract.

21. ORAL INSTRUCTIONS

Neither the Township nor its authorized representatives will be responsible in any way for oral answers unconfirmed in writing to any inquiries regarding the intent or meaning of these specifications.

22. NEW JERSEY LAWS

These specifications, instructions to bidders and all accompanying documents, the bid and contract awarded to the successful bidder shall be construed in accordance with the laws of the State of New Jersey.

23. STANDARD CONTRACT

The successful bidder(s) will be required to sign and execute the Township's standard contract.

24. FAX BIDS

Please be advised that fax transmissions of any of the required bid documents will not be acceptable. YOUR BID WILL BE DECLARED NON-RESPONSIVE.

25. BUSINESS REGISTRATION CERTIFICATE

Bidders are required to submit with their bid a copy of their New Jersey Business Registration Certificate.

26. DELIVERY

Delivery of the specified wood chipper shall be made to the following address:

L.A.C. MAINTENANCE GARAGE
8 PECKS CORNER ROAD
SALEM, NJ 08079

Deliveries will be accepted during the normal hours of operation for the public works department (M-F, 6:00am - 2:00pm)

27. DELIVERY TIME

Delivery of the specified wood chipper shall be made by no later than sixty (60) days from the day that the winning vendor signs the contract for the purchase of the chipper.

28. WARRANTY

Vendor will supply the Township with a written warranty guaranteeing against defects for a minimum of twelve months.

29. PAYMENT

Payment will be made at the first regularly scheduled Township Committee meeting subsequent to delivery and acceptance of the chipper by the Public Works Foreman, Lewis Fogg. Vendors will also need to sign and return a payment voucher with the invoice detailing the chipper as specified. The voucher is to be mailed to the following address:

Attn: Kevin Clour
Lower Alloways Creek Twp
P.O. Box 157
Hancocks Bridge, NJ 08038

30. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

Bidders are required to submit a fully endorsed acknowledgement of the receipt of addenda, if any, related to this proposal. Omission of this item will disqualify your bid.

31. SAFETY COMPLIANCE

Chipper is to be compliant with regard to all current ANSI, OSHA and Federal and State DOT's rules and regulations for the use and operation of wood chippers.

32. INTENT

The intent and purpose of these specifications is to describe the type, quality, and quantity of wood chipper as desired by the Township of Lover Alloways Creek and to list all necessary requirements for entering into contract for furnishing the specified parts as provided herein and as applicable in the bid document.

The conditions and requirements are intended to be open and non-restrictive for the purpose of obtaining adequate participation of interested vendors, uniformity in the submission of bids and selection of the most responsible vendor.

33. BRAND NAMES

If and wherever in the proposal a brand name, make, name of any manufacturer, or trade name is mentioned, it is for the purpose of establishing a grade or quality of merchandise only.

The Township does not wish to rule out other competition and equal brands or makes, and therefore, the phrase "or equivalent" is added. If merchandise other than that specified is bid, it is the bidder's responsibility to name such within his bid and to provide information to the Township that may show said item is equivalent to that specified. The Township shall be sole judge concerning merits of bids submitted.

**TOWNSHIP OF LOWER ALLOWAYS CREEK
FOR ONE (1) PORTABLE DRUM TYPE CHIPPER
TECHNICAL SPECIFICATIONS**

It is the intention of these specifications by the Township of Lower Alloways Creek, New Jersey, to outline the requirements for the furnishing of one (1) portable 12" drum type chippers. Brush chippers furnished to this specification shall be capable of chipping up to 12 inches in diameter and shall meet or exceed the following specification requirements.

Any example shown is listed to show type and class of equipment desired. Bidder is cautioned to read the specifications carefully, as there may be special requirements not commonly offered by the product manufacturer. Do not assume your standard unit meets all detailed specifications merely because it is listed as an example. Bidder is cautioned that any product delivered to the FOB point(s) which does not meet specifications in every aspect will not be accepted.

The utilization of the name brand items and their specifications are not intended to preclude other equivalent items from being bid, but are being used by the Township as a basis for comparison of bid proposals received.

GENERAL CLAUSES AND CONDITIONS

1. All equipment offered by the successful bidder (herein after known as the vendor) shall be new and unused. The equipment shall be the latest improved model in current production, as offered to commercial trade, and shall be of quality workmanship and material. The bidder represents that all equipment offered under this specification shall be new. USED, SHOPWORN, DEMONSTRATOR, PROTOTYPE, OR DISCONTINUED MODELS ARE NOT ACCEPTABLE.
2. Bidder should submit with the bid the latest printed literature and detailed specifications on equipment the bidder proposes to furnish. This literature is for informational purposes only.
3. The unit shall be completely assembled and adjusted, and all equipment including standard and supplemental equipment shall be installed and the unit made ready for continuous operation.
4. All parts not specifically mentioned which are necessary for the unit to be complete and ready for operation or which are normally furnished as standard equipment shall be furnished by the vendor. All parts shall conform in strength, quality and workmanship to the accepted standards of the industry.
5. The unit provided shall meet or exceed all Federal and State safety, health, lighting and noise regulations and standards in effect and applicable to equipment furnished at the time of manufacture including but not limited to SAE, NJDOT, USDOT, OSHA, and PEOSH.
6. All exceptions to these specifications shall be included with the bid submitted. If the bidder has no exceptions, he must meet all specifications. Manufacturer's specifications, specific to the item being purchased shall be submitted with the specifications.
7. The successful bidder shall deliver the specified chipper to the Maintenance Garage located at 8 Pecks Corner Rd, Salem, New Jersey. This delivery shall be made by appointment only. The vendor shall contact the Public Works Foreman (contact information found in Contact section of these specifications) to schedule delivery.

MINIMUM REQUIREMENTS

The following specification describes a hand fed, hydraulically assisted, momentum discharge drum chipper. The units shall be capable of chipping up to 12" diameter and produce a dimensional, landscape quality chip. The units shall be capable of chipping whole tree material. Minimum feed rate shall be 105 feet per minute. An example of this is a Rayco RC1220-100 or equivalent. All visual warning devices shall be applied prior to delivery.

1. ENGINE

- a. Kubota
- b. Horsepower: minimum 99 HP – Tier 3 Alternator: minimum 55 amps.
- c. Battery: heavy duty, low maintenance 1400 CCA in a lockable steel box.
- d. Fuel filter: primary and secondary with water separator spin-on type.
- e. Air cleaner: heavy duty, two stages with dry cartridge.
- f. Oil filtration system: full flow, spin-on type.
- g. Coolant system: designed for operation in temperatures up to 120 degrees Fahrenheit. Shall be easily removed and replaceable radiator fine-screen.
- h. Engine shut down system: high engine temperature / low oil pressure.
- i. Live hydraulics without engaging the clutch.
- j. Complete engine to be enclosed with lockable sheet metal for vandalism protection.
- k. Fuel tank: 24 gallon minimum with magnetic drain plug, lockable fill cap and sight gauge. Tank shall be rubber shock mounted.
- l. Equipped with a keyed ignition, and furnished with two keys (keyed alike).
- m. Adjustable mounts for belt tension.
- n. Banded chipper belt.

2. ELECTRICAL

- a. Four LED side clearance light
- b. Two LED tail/brake lights, rubber mounted with protective covering
- c. One license plate mount with LED light.
- d. All lights shall be LED.
- e. All wires shall be protected inside of frame or conduit.
- f. All wires shall be double insulated, minimum of 16 gauge wire.
- g. Seven-terminal electrical junction box for easy maintenance and trouble shooting.
- h. Dust and weather resistant heavy duty 6-way trailer connection with replaceable coiled cord.

3. DIMENSIONS

- a. Length: 16' maximum
- b. Height: 9' maximum
- c. Width: 7' maximum
- d. Weight: 5500-lbs.

4. TRAILER

- a. Bridge style frame:
 - 1. Main frame 2" x 6" x 3/16" rectangular tubing.
 - 2. All welds continuous, both sides, top and bottom.
 - 3. Frame/fender supports.
 - 4. Lockable aluminum tool box.
- b. Tongue
 - 1. Tongue 3" x 5" x 1/4" rectangular tubing.
 - 2. 2-1/2" diameter Pintle Hitch.
 - 3. Adjustable height hitch.
 - 4. 3/8" safety chains with hooks and lock clips. Each chain shall be of sufficient length for the coupled towing truck and trailer to make full turns without binding.
 - 5. Heavy duty 5,000-lb. jack with spring return and pad.

5. AXLE

- a. Single 6,000-lb rated axle.
- b. Leaf spring suspension system
- c. Tires: 235/75R 17.5"; Qty. 3 (2+spare (see item 5f))
- d. Wheels: Eight (8) bolt heavy duty
- e. Electric brakes
- f. Spare tire and rim to match items 5c & 5d.

6. INFEEED

- a. Infeed assembly bolts on for easy maintenance or replacement.
- b. Opening at feed roller minimum 12" x 15".
- c. Reinforced feed tray under feedwheel compression area.
- d. Infeed bed must be supported on the bottom and sides by frame members.

7. CHIPPER DRUM

- a. Minimum chipper drum 21" diameter by 14" wide with 3/8" thick plate steel skin
- b. Knife pockets (2) pockets.
- c. Two (2) knives: minimum 1/2" thick x 5 1/2" wide x 10" long grade A-8 steel.

8. MISCELLANEOUS

- a. The unit shall be painted an approved manufacturer's standard lead free safety yellow color, except for glass, rubber and those metallic accessories or fixtures constructed of rust-resistant or plated material not normally painted.
- b. Easy access block heater shall be installed to aid in cold weather start ups.
- c. Wheel chock holders on fenders (2), painted steel. These shall be welded on.
- d. Rubber wheel chocks for tires (2).
- e. Pole style cone holders.
- f. Grease zerks shall be provided at all points where lubrication is required and located in accessible positions. Complete lubrication instructions, including the type of lubricant and the lubricant manufacturer's reference number shall be furnished with the equipment.
- g. The services of a factory trained technician, thoroughly knowledgeable in brush chipper operation, shall be furnished for a period of not less than four hours to instruct Township personnel on brush chipper safety, operation and preventive maintenance. The training period shall not include any pre-delivery service required on the brush chipper by the technician, and shall begin after the machine has been checked for specification compliance and is ready for operation. Training shall be completed prior to acceptance of and payment for the brush chipper by the Township.

9. SAFETY FEATURES

- a. Chipper hood engine disable plug, guards covering all moving parts, drum lock bar, wooden pusher paddle, electronic limit switch (prevents engine from being started), and (2) last chance pull cables.
- b. Weather resistant manual container.
- c. Safety DVD
- d. Manual(s) containing illustrated parts list(s) and operating and service instructions for the unit and engine(s) shall be delivered with each unit. The manual(s) shall be as detailed as possible outlining all necessary service and operating instructions for each unit delivered. Parts list(s) shall cover all components of the unit. Each part shall be identified by part number, description and component location. Necessary warnings and safety precautions shall be included. It is requested, that all manuals be submitted in both portable digital format (PDF) on a CD and hard copy. Two (2) operators manuals shall be provided in hard copies (one shall be waterproof) with each chipper. One (1) engine operator's manual shall be provided with each chipper.
- e. All product safety plaques or decals shall be furnished and affixed at the operator's station and at any hazardous area. The safety plaques or decals shall describe the nature of the hazard, level of hazard seriousness, how to avoid the hazard, and the consequences of human interaction with the hazard. Permanent plaques are preferred to decals. Type, size and location of product safety plaques or decals shall be in accordance with ANSI 535.4-1991, latest revision.

10. WARRANTY & REPAIRS

- a. The unit shall be warranted against defects in material and workmanship for a period of not less than 12 months and shall cover 100 percent parts and labor for the unit. If the manufacturer's standard warranty period exceeds 12 months, then the standard warranty period shall be in effect. The vendor shall furnish the manufacturer's warranty to the Township of Lower Alloways Creek at time of delivery. All warranties provided must be listed as part of this bid submission. The warranty period shall begin on the date the unit is determined to meet specifications and accepted into the Township fleet.
- b. The manufacturer of the equipment furnished shall have an authorized dealer within the State of New Jersey. The authorized dealer shall have factory-trained personnel available for warranty repairs and the performance of service. The dealer shall also maintain an inventory of high-usage parts and a quick source for low-usage parts.

11. CONTACT

- a. Any questions regarding the technical specifications are to be referred in writing to:
Lewis Fogg
Public Works Foreman
8 Pecks Corner Road, Salem, New Jersey 08079
Phone: (856) 935-5252 Ext. 10 Fax: (856) 935-8061
Email: pwf@lowerallowayscreek-nj.gov
- b. Any questions pertaining to the required forms or proposal format are to be referred **in writing** to:
Kevin Clour
Purchasing Department
501 Locust Island Road, Hancocks Bridge, New Jersey 08038
Phone: (856) 935-2556 Ext. 621 Fax: (856) 935-9176
Email: cfo@lowerallowayscreek-nj.gov

**TOWNSHIP OF LOWER ALLOWAYS CREEK
CONTRACT # 2013-PW1 – ONE (1) PORTABLE DRUM TYPE CHIPPER
PROPOSAL FORM**

Bidder's Name: _____

Address: _____

Phone: _____ Fax: _____

Print Name: _____ Title: _____

The undersigned agrees to furnish and deliver One (1) Portable Drum Type Chipper, as specified herein delivered F.O.B. Township of Lower Alloways Creek, New Jersey:

One (1) Portable Drum Type Chipper and all required accessories as defined herein these specifications:

\$ _____
Unit Price per

\$ _____
Extended Amount in numbers

Extended Written Amount: _____

Number of Calendar Days to Deliver _____

All exceptions to these specifications shall be included with the bid submitted. If the bidder has no exceptions, he must meet all specifications. Manufacturer's specifications, specific to the item being purchased shall be submitted with the specifications.

Signature of Authorized Agent

Date

Proposals shall be submitted with one (1) complete ORIGINAL proposal, clearly marked as the "ORIGINAL" proposal and two (2) full, complete and exact COPIES of the original proposal package.

(Corporate Seal)

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

Name of Business _____

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Limited Liability Corporation

☐ Limited Liability Partnership

☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 2 ____.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

ss:

I, _____, residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of
full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding
in connection with the above named project; and that all statements contained in said proposal
and in this affidavit are true and correct, and made with full knowledge that the _____
relies upon the truth of the statements contained in said Proposal
(name of contracting unit)
and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or
secure such contract upon an agreement or understanding for a commission, percentage,
brokerage, or contingent fee, except bona fide employees or bona fide established commercial or
selling agencies maintained by _____

Subscribed and sworn to

before me this day _____

Signature

_____, 2 _____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

VENDOR DATA SHEETS

The Bidder states that he has carefully examined the specifications and that he has fully informed himself regarding all conditions pertaining to the work to be done, and that he will furnish all labor and material and assume all responsibilities even though not specifically mentioned but which are necessarily required or reasonably implied to obtain the completed conditions contemplated.

1. The number of years your firm has been performing the specified services:

2. The location of your office that will be responsible for managing this contract:

Name: _____

Address: _____

Phone: _____

3. The name and telephone of a responsible individual that can be contacted at all times if service or information is required by the Owner:

Name: _____

Address: _____

Phone: _____

4. The name and telephone of references for this type of service rendered by your firm

Name: _____

Address: _____

Phone: _____

4. The name and telephone of references for this type of service rendered by your
firm : (con't)

Name: _____

Address: _____

Phone: _____

** ** ** ** **

Name: _____

Address: _____

Phone: _____

** ** ** **

Name: _____

Address: _____

Phone: _____

** ** ** **

Name: _____

Address: _____

Phone: _____

** ** ** **

Name: _____

Address: _____

Phone: _____

** ** ** **

The Name and telephone numbers of references presently under contract for this type of service are as follows:

Contact Person
and
Telephone Number

Company

Length of Contract

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

- i. Please provide a listing of contracts your firm has lost during the last three (3) years with reason for termination.

Client

Reason Terminated

| | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

7. Bidder's signature below attests that he is familiar with all aspects of this contract and the equipment to be serviced:

Signature: _____

Name (Please Print): _____

Company: _____

Address: _____

City: _____

Telephone number: _____

8. The Bidder hereby verifies that he attended the mandatory Pre-Bid Conference held _____

Bidder's Signature: _____

9. The Bidder hereby acknowledges the receipt of the following issues of Addenda, if any:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Respectfully submitted,

NOTE: If the Bidder is a corporation, the President or other head officer shall sign and affix the corporate seal to be attested to by the Secretary.

Legal Name of Corporation

Business Address

(SEAL)

Signature of President or Other
Head Officer & Title of Such Officer

ATTEST: _____
Signature of Secretary

Date _____

NOTE: If the bidder is an unincorporated firm or partnership, it shall be signed by the firm or partnership name and also by all partners or members of the firm in their individual names.

Legal Name of Firm or Partnership

Business Address

Name of Owner or Partner

Name of Owner or Partner

Date _____

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Submitted by:

Name of Firm: _____

By: _____

Title: _____

Date: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number

Dated

No Addendum Received

Dated

Acknowledged for:

(Print or Type Name of Bidder)

By: _____
(Print or Type Name of Authorized Individual)

Signature: _____

Title : _____

Lower Alloways Creek Township

BID DOCUMENT CHECKLIST*

| Required by owner | Submission Requirement | Initial each required entry and if requiredm submit the item |
|-------------------------------------|--|---|
| <input checked="" type="checkbox"/> | Stockholder Disclosure Certification | |
| <input checked="" type="checkbox"/> | Non-Collusion Affidavit | |
| <input checked="" type="checkbox"/> | Bid Proposal Form | |
| <input checked="" type="checkbox"/> | References (VENDOR DATA SHEETS) | |
| <input type="checkbox"/> | Status of Present Contracts | |
| <input type="checkbox"/> | Equipment Certification | |
| <input checked="" type="checkbox"/> | Bid Guarantee (with Power of Attorney for full amount of <i>Bid</i> Bond) | |
| <input type="checkbox"/> | Public Works Contractor Certificate | |
| <input type="checkbox"/> | Consent of Surety (with Power of Attorney for full amount of Bid Price) | |
| <input checked="" type="checkbox"/> | Mandatory Affirmative Action Language | |
| <input type="checkbox"/> | Prevailing Wage | |
| <input type="checkbox"/> | Americans with Disabilities Act of 1990 Language | |
| <input checked="" type="checkbox"/> | Proof of Business Registration | |

*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.